

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK/SPECIFICATIONS (EP 52.210-100) (APR 1984)

The Contractor shall furnish the necessary personnel, material, equipment, services and facilities (except as otherwise specified), to perform the Statement of Work/Specifications included

Non-Routine Analytical Services In Support of Superfund Dioxins, Furans and CB Congeners Testing

I. Purpose

The purpose of this non-routine services contract is to provide general analytical laboratory testing support to the US EPA Office of Superfund Remediation and Technology Innovation (OSRTI) Analytical Services Branch (ASB). There has been determined a need for these analytical services that are beyond the scope of Superfund's routine means of obtaining contractor analytical support through the Agency's Contract Laboratory Program (CLP). Specifically, there is a need for testing of environmental samples for dioxins/furans and Chlorinated/PolyChlorinated Biphenyl congeners (CB Congeners) in multi-media, by High Resolution Gas Chromatography/High Resolution Mass Spectrometry (HRGC/HRMS) testing methodology.

II. Scope

This analytical service contract provides data which USEPA uses for a variety of purposes, such as: determining the nature and extent of contamination at a hazardous waste site, assessing priorities for response based on risks to human health and the environment, determining appropriate cleanup actions, and determining when remedial actions are complete. The data may be used in all stages in the investigation of hazardous waste sites, including: site inspections, Hazard Ranking System (HRS) scoring, remedial investigation/feasibility studies, remedial design, treatability studies, and removal actions. The data may also be used in litigation against Potentially Responsible Parties in the enforcement of Superfund legislation. As a result, the Contractor must be aware of the importance of maintaining the integrity of the data generated under this contract, since it is used to make major decisions regarding public health and environmental welfare. The Contractor may be required to appear and testify to the accuracy and/or validity of the data generated.

Any and all Contractors procured for these non-routine services shall be responsible for the accurate and timely analysis and reporting of testing results of environmental samples using established methods. During the procurement process, each Contractor certifies its capabilities to perform, and the Agency confirms the Contractors capabilities to perform the methods described below. During the tenure of the contract, the Agency will submit individual Task Orders detailing specific analytical requirements for all groups of samples requiring analyses by the Contractors.

The Task Orders will define the specific analytical method (from the groups of methods detailed below) required for each sample. The Task Order will also specify in detail any required changes and modifications made to any of the formal methods listed below (e.g. lower reporting limits, supplemental QC, etc). The Task Order will also detail specific reporting requirements and formats, and data turnaround requirements needed for each group of samples. The Task Order will also specify any requirement for analysis of quality control samples, QC criteria, such as blank contamination and spike recoveries, detection or quantitation limit requirements, etc.

Upon submission of the Task Orders, each Contractor will provide to the Agency a specific bid price for the group of samples requested in each Task Order. The group of samples will then be scheduled with the Contractor following the procedures detailed in the Laboratories specific contract.

III. Analysis Requirements

Under this Statement of Work, and other requirements submitted in specific individual Task Orders, the contractor shall perform analysis for dioxins/furans and CB congeners in multi-media matrices using the SOW Supplemental Exhibits provided in this solicitation.

The Contractor must follow each method, including all QA/QC requirements, as written in the formal write-ups for these methods. No deviations will be allowed in the analyses unless one or all of the following conditions apply:

- a) The Contractor has fully and adequately documented in its SOPs specific deviations to the formal method.
- b) The Contractor has contacted the site specific EPA Regional Project Manager responsible for the samples, or the EPA Headquarters Program Manager to discuss needed changes to the method to provide analysis for unusual samples or circumstances.
- c) Specific Task Order documentation is provided by EPA detailing specific requirements that are either not specified in the formal method or that is a change to protocol detailed in the formal method.

The Contractor shall ensure that all analysis are performed in a safe manner, and ensure that laboratory personnel are provided a working environment that does not expose the workers to hazardous chemicals. All pertinent OSHA regulations and Good Laboratory Practices shall be followed to ensure laboratory personnel protection. All Federal and State hazardous and non-hazardous waste disposal practices shall be followed for the duration of this contract.

Note: The Agency may ask for reporting limits at levels lower than those documented in the specified analytical method listed above. The required reporting limits will be specified in each individual task order. As per the instructions in the solicitation requirements, each contractor will have the opportunity to review each

specific Task Order for applicability, and they will have the opportunity to “bid” for specific sample groups pertinent to the Task Order.

IV. Documentation Requirements:

The Contractor shall have, at the Contractor’s facility, a current copy of each of the formal methods that the Contractor is under contract to perform, as well as laboratory specific Standard Operating Procedures (SOPs), detailing the specific protocols and procedures the laboratory uses to perform each method. The SOP should contain specific documentation detailing discrepancies between a formal EPA method and the Lab’s SOP. The Contracting Laboratory shall perform all testing on the environmental samples according to the formal EPA method in conjunction with the Laboratory’s SOP. The laboratory shall also be responsible for following all Quality Assurance and Quality Control measures detailed in the EPA method and SOP. If deviations from an SOP are required for an analysis, the deviations shall be discussed with an EPA representative before analysis begins. All SOPs shall be made available to EPA representatives upon request.

Contractors are also required to have available written copies of the following:

A) Quality Assurance Plan detailing laboratory quality objectives, quality control processes and criteria, internal audit processes, non-compliance resolution procedures, and employee qualifications and training requirements. The QAP is also to contain a section detailing the Contractors expectations concerning employee ethics on analysis and data reporting.

B) SOPs describing Chain-of-Custody procedures. This SOP should include in detail processes included in (a) sample receipt at the laboratory, (b) sample log in procedures, (c) internal sample tracking within the various departments or sections of the laboratory (e.g. from sample preparation department to instrumental analysis department), and (d) sample disposal.

C) SOPs detailing the Contractors procedures for sample storage, sample security, and sample disposal.

D) SOPs detailing the Contractor’s data review and acceptance procedures. The contractor is required to provide for at least a two tier process for data review (i.e. primary analyst plus one level of peer review of data).

E) SOPs detailing the Contractor’s procedures for hard copy and electronic data processing, packaging, security, shipment, and archival.

F) Log books documenting all sequence of analyses for all field samples, Quality Assurance samples, calibration analyses, and method blank analyses for each analytical instrument.

G) Log books documenting the traceability of analytical standards to a respected chemical and standard vender, and the traceability of preparation for all working standards

prepared by the Contractor.

H) Log books describing all major maintenance performed on analytical equipment.

V. Data Deliverables:

Contractors will be required to submit both a hard copy and electronic copy of analytical results. Each Task Order submitted by the Agency shall direct the Contractor to perform a specific method on samples delivered under the task order. Therefore the exact format of each data deliverable package will be dependent upon the method requested and will be specified within each Task Order. Specific data delivery requirements are delineated in Exhibit B and H of the DFCB1.0 SOW.